



EUROPEAN
COMMISSION

Brussels, 6.5.2019
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ANNEXES 1 to 6

ANNEXES

to the Commission Implementing Decision

**establishing the list of supporting documents to be submitted by applicants for short
stay visas in Canada, Ghana, Israel, Mexico, Senegal and Tunisia**

ANNEX II

List of supporting documents to be presented by applicants for short stay visas in Ghana

I. General requirements

1. Proof of accommodation/hotel reservation.
2. Birth certificate.
3. If minors (under 18) are not accompanied by one of the parents: parental consent of both parents and copies of their id/passport. The consent of the parents/legal guardians should be required only if the minor travels alone or only with one parent. Exceptions are made if the single parent with whom the minor is to travel holds sole custody.
4. Booking slip or reservation for the round-trip ticket.
5. Holders of diplomatic and service passport: note verbale.
6. Proof of social and economic ties in Ghana:
 - a) If applicable, evidence of social ties such as a marriage certificate, birth certificates of dependent children, an official leave letter from the university or school including proof of paid school fees and school reports;
 - b) Bank statements for the last three months;
 - c) If applicable, employment letter stating employment terms and conditions and monthly income;
 - d) Salary slips for the last three months or an employment contract (if employed);
 - e) Business papers such as a business registration certificate, tax clearance certificates, proof of an active business (bills of lading, import declaration forms, invoices (if self-employed).
7. Proof of sufficient financial means for intended stay:
 - a) Proof of financial means: e.g. personal and globally accessible bank account, bank statements and pay slips for the last three months.
 - b) If the costs for the trip are not covered by the applicant: proof of financial support for those costs.

II. Supporting documents to be submitted depending on the purpose of the journey

1. Airport transit

- a) Invitation and visa/residence permit for the final destination.

- b) Proof of the purpose of the trip to the country of destination, such as a letter of invitation from a company/person (incl. contact details), hotel reservation or documents relating to a previous visit or relationship in the country of destination.

2. Business

- a) Signed invitation letter from the sponsor company in the Member State of destination.
- b) Proof of business with the sponsor company, e.g. order confirmations, down payments, pro-forma invoices, email correspondence.
- c) Letter from the company in the country of residence stating the purpose of the trip.
- d) Copy of sponsors' entry in the national registrar of companies.

3. Private or family visit

- If invited by a private individual, a signed invitation letter from the host and a copy of the hosts' EU passport or residence permit. (Some Member States may require applicants to present proof of sponsorship and/or accommodation by means of a national form).
- If invited by an institution or a church: a signed invitation.
- Proof of family ties with EU host.
- If the purpose of the trip is 'attending a funeral':
 - Death certificate of the deceased;
 - Member States may require the birth certificate of the deceased as proof of family ties with the applicant.
 - Confirmation of the appointment by the funeral company.

4. Medical treatment

- a) Letter from a local doctor giving a diagnosis.
- b) Letter from a national hospital/doctor consenting to treat the patient and the expected length of the treatment.
- c) Overview of the estimated costs for the surgery/treatment.
- d) Proof of sufficient financial means to cover the treatment and costs of living during the stay.
- e) Proof of advance payment - receipt from the national hospital/doctor, depending on the requirements of the Member State of destination.

5. Sports (tournaments or trials for transfers)

- a) Letter of invitation from the organiser, sponsor company or sports club.
- b) Letter of introduction from Ghana Sports Council and/or respective sports association/federation that there is no objection for the applicant to compete in tournaments or trials for transfers.
- c) Proof of sporting ability (CV, world ranking, trophies, selection for the national team, personal records).

6. Tourism

- a) Plausible travel itinerary.

7. Cultural purposes: recording/concert/festival/performance/lessons

- a) Introductory letter from an association and musician card and proof of musical activities.
- b) For recording: studio contract & transfer slip for instalments of studio fees.
- c) For lessons: contract stating duration and payment.
- d) For festivals or concerts: detailed concert schedule, contract stating duration and payment.

8. Internship/training/language courses

- a) Letter from the host institution or confirmed registration.
- b) Information on the duration (working hours a week).
- c) Information on the expected salary.
- d) Proof of payment for the course (for language courses/training).

9. Attending trade fairs

- a) **Visitors:** trade fair ticket, introduction letter from the company in the country of residence, country of residence company's business registration certificates and a 'form A', tax clearance certificate and bank statement.
- b) **Exhibitors:** proof of registration at the fair, proof of payment, introduction letter from the company in the country of residence, country of residence's business registration certificates and a 'form A', tax clearance certificate and bank statements of the last three months.

